

TO: BOARD OF EDUCATION
FROM: JOHN E. DEASY
RE: APPROVAL OF MINUTES

ACTION
02/19/04

RECOMMENDATION NO. A.1

It is recommended that the Board of Education approve the following Minutes:

None Available

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/19/04

FROM: SUPERINTENDENT

RE: APPROVAL OF INDEPENDENT CONTRACTORS

RECOMMENDATION NO. A.02

It is recommended that Board of Education enter into an agreement with the following Independent Contractors. These contracts are included in the 2003/2004 budget.

Contractor/Contract Dates	Description	Site	Funding
Amy Yeager Jan. 26 - June 7, 2004 Cost: Not to Exceed:\$1,500	To provide a science and math club at lunchtime	Cabrillo	GATE 01-71400-0-11100- 10000-2917-017- 4170

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION
02/19/04

FROM: SUPERINTENDENT

RE: OVERNIGHT FIELD TRIP (S) 2003-04

RECOMMENDATION NO.A.03

It is recommended that the Board of Education approve the special field trip (s) listed below for students for the 2003-2004 school year. No child will be denied due to financial hardship.

<u>School Grade # of Students</u>	<u>Destination and Dates</u>	<u>Principal Teacher</u>	<u>Cost / Paid for</u>	<u>Subject</u>	<u>Purpose of Trip</u>
Samohi Grds. 9-12 30	Oceanside S.D 2/14/04 to 2/16/04	Bill Pence Ilene Straus	\$150 paid for by sponsors and donations	Sports	High School Surfing State Championship
Point Dume Grd. 4 56	Sacramento Area 5/25/04 to 5/27/04	Margo Dunn Chi Kim	\$434 paid for by sponsors and donations	Social Studies	Students will be exploring the state capitol and gold rush areas to reinforce the 4th grade social studies curriculum.
Malibu Grd 8-12 28	Santa Cruz 3/25/04 to 3/26/04	Bill Bixler Mike Matthews	\$50 paid for by sponsors and parents	Music	Students will be going to the Santa Cruz Jazz Festival to compete.
Samohi Grds 9-12 12	Irvine, CA 3/12/04 to 3/14/04	A. Kemp Catherine Baxter	Amount - 0	Career Dev.	Career Development Conference
Samohi Grds 11-12 12	Chico, CA 3/25/04 to 3/28/04	Teri Jones Catherine Baxter	\$280 paid for by parents of students	ROP	The main purpose of this trip is for the entrepreneurship classes, Virtual Enterprise and Project ECHO to attend a trade show and State-level competition on their business projects.

<u>School Grade # of Students</u>	<u>Destination and Dates</u>	<u>Principal Teacher</u>	<u>Cost / Paid for</u>	<u>Subject</u>	<u>Purpose of Trip</u>
John Adams Grd. 7-8 25	New York 6/10/04 to 6/13/04	Marcia McCarthy Lise Reilly	\$1,025 per student paid by parents and donations	Drama	Drama class trip will include two plays "Wicked" on June 10 and "Hairspray" on June 11.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/19/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: ACCEPTANCE OF GIFTS - 2003-04

RECOMMENDATION NO. A.04

It is recommended that the Board of Education accept, with gratitude, checks and gifts totaling \$36,775.66 presented to the Santa Monica-Malibu Unified School District.

It is further recommended that the Fiscal/Business Services Office, in accordance with Educational Code §42602, be authorized to increase the 2003-2004 income and appropriations by \$31,725.66, as described on the attached listing.

COMMENT: The value of all non-cash gifts has been determined by the donors.

Also attached for informational purposes is a report itemizing Cumulative Totals of Gifts and Donations for Fiscal Year 2003-2004.

AGENDA

NOTE: The list of gifts is available on the District's website, www.smmusd.org, as a pdf file; to view the gift report:

- 1) go to www.smmusd.org
- 2) click on "Board Meetings"
- 3) scroll to the date for this meeting
- 4) click on 2-19gif.pdf

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/19/04

FROM: JOHN E. DEASY/KENNETH R. BAILEY

RE: CONFERENCE AND TRAVEL APPROVAL/RATIFICATION

RECOMMENDATION NO. A.05

It is recommended that the Board of Education approve/ratify the following Requests for Absence on District Business (Conference and Travel) forms.

COMMENTS: Entries are alphabetical, by employee last name. In addition to the employee's name and site/location, each entry contains the following information: name, location and date (s) of the conference, complete account code, fund and program names, and the total estimated cost as provided by the site administrator. The average cost for substitute teachers is \$130/day. This figure is furnished for informational purposes and does not reflect the actual amount paid for an individual substitute.)

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>ABRAMSON, Neal</u> Transportation 01-72300-0-11100-36000-5220- 058-2580 General Fund - Resource: Transportation - Home/School	Calif. Assn. of School Transportation Officials Monterey, CA April 3 - 5, 2004	\$550 <i>(Attendee also pays \$550 to split cost)</i>
<u>MUNCEY, Donna</u> Educational Services 01-00000-0-19510-10000-5220- 030-1300 General Fund - Function: Instruction	Spring 2004 Standardized Testing Reporting Meeting Glendale, CA February 9, 2004	\$50
<u>OLLIFF, Elizabeth</u> Child Development Serv. 12-00000-0-85000-10000-5220- 070-2700 Child Dev. Fund- Function: Instruction	Calif. Assn. for the Education of Young Children San Diego, CA February 20 - 22, 2004	\$430 <i>(To be reim. by SMC) + SUB</i>
<u>PAULSON, Janet</u> Health Services 01-56400-0-00000-39000-5220- 041-1400 General Fund Resource: Medi-Cal Reimbursement	Calif. Speech/Language/Hearing 52nd Annual State Convention Long Beach, CA March 4 - 5, 2004	\$365

<u>NAME</u> <u>SITE</u> Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>RAMIREZ, Luis</u> Student Services 01-42010-0-47600-10000-5220-032-2560 General Fund - Resource: ESEA Title III 01-71400-0-11100-10000-5220-032-2560 General Fund - Resource: Gifted and Talented Education	Calif. Assn. of Bilingual Education San Jose, CA March 4 - 7, 2004	\$1,040
<u>WHALEY, Tom</u> State & Federal Projects 01-70180-0-17000-10000-5220-035-1300 General Fund - Resource: Arts Education Partnership 01-70180-0-17000-10000-5220-035-1300 General Fund - Resource: Arts Education Partnership	Calif. Music Educators Assn. Sacramento, CA March 2 - 3, 2004 Calif. Arts Assessment Network Sacramento, CA March 20, 2004	\$650 \$350
Adjustments (Preapproved expenses 10% in excess of approved costs that must be approved by Board/Changes in Personnel Attendance)		
NONE		
Group Conference and Travel: In-State * a complete list of conference participants is on file in the Department of Fiscal Services		
<u>ANDERSON, Judy</u> + 2 Additional Staff Lincoln Middle 01-72600-0-11100-10000-5220-012-4120 General Fund - Resource: SIP K-6	Practical Activities for Strengthening Your Teaching of Chemistry Anaheim, CA February 25, 2004	\$507 total
<u>ARNELLO, Gina</u> <u>MANNING, Marlyn</u> Malibu High 01-90141-0-11100-1000-5220-010-4100 General Fund - Resource: Malibu Shark Fund	Blending Methodologies in Autism Cerritos, CA March 15, 2004	\$260 total + 1 SUB
<u>GECHT, Marcia</u> + 2 Additional Staff Olympic High 01-00000-0-11100-10000-5220-014-4140 General Fund - Function: Instruction	Understanding & Using Emotional Intelligence Santa Monica, CA January 29, 2004	\$417 total + 1 SUB

NAME SITE Account Number Fund - Resource Number	CONFERENCE NAME LOCATION DATE (S)	COST ESTIMATE
<u>MANNING, Marlynn</u> <u>MOORE, Sue</u> Special Education No Cost to District	L.A. County Administrators in Special Education Conference Lakewood, CA March 26, 2004	0
<u>LUONG, Teresa</u> <u>MUNCEY, Donna</u> Educational Services 01-00000-0-19510-10000-5220- 030-1300 General Fund - Function: Instruction	Calif. State Testing Workshop Burbank, CA February 10, 2004	\$100 total + 1 SUB
Out-of-State Conferences: Individual		
<u>WHALEY, Tom</u> Educational Services No Cost to District	Fine Arts Meeting Towson, MD April 28 - 30, 2004	0
Out-of-State Conferences: Group		
NONE		

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION
FROM: KENNETH R. BAILEY/ VIRGINIA I.HYATT
RE: APPROVAL OF PURCHASE ORDERS

ACTION/CONSENT
02/19/04

RECOMMENDATION NO. A.06

It is recommended that the Board of Education approve the following Purchase Orders and Changed Purchase Orders from January 30, 2004 through February 11, 2004 for fiscal year 2003/04.

AGENDA

NOTE: The Purchase Order list is not available in the electronic agenda. It is printed in the published agenda. It is available for public review in the Office of the Superintendent and as part of the public copies of the agenda, which are available at the meeting.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/19/04

FROM: SUPERINTENDENT/KENNETH R. BAILEY

RE: FACILITIES CONSULTANT TO ASSIST DISTRICT IN OBTAINING
STATE FACILITY FUNDS

RECOMMENDATION NO. A.07

It is recommended that the Board of Education approve a contract with J.E. School Consulting, in an amount not to exceed \$15,000, to provide assistance to the School District in applying for State Facility Funds by updating our eligibility and filing applications for new construction and, if any, modernization projects, Joint Venture projects, and the Federal Renovation Program. J.E. School Consulting would represent the District's interests in its attempt to obtain the maximum available funding.

Funding Information

Funding Source: Capital Facilities Fund

Currently Budgeted: No

Account Number: 25-00000-0-92000-85000-5890-000-1500

Description: Construction/Construction Projects/
Other Operating Expenses/Districtwide/
Business & Fiscal, Asst. Supt.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/CONSENT
02/19/04

FROM: SUPERINTENDENT/JOSEPH N. QUARLES

RE: CERTIFICATED PERSONNEL - Elections, Separations

RECOMMENDATION NO.08

Unless otherwise noted, all items are included in the 2003/04 approved budget.

ELECTIONS

ADDITIONAL ASSIGNMENTS

EDUCATIONAL SERVICES

Jago, Carol	4 hrs @\$35.60	2/1/04-6/30/04	<u>Est Hrly/\$142</u>
		TOTAL ESTABLISHED HOURLY	\$142

Comment: Preparation for and presentaiton of the MS Holt Publisher's Workshop for Language Arts/Humanities and ELD MS teachers

JOHN ADAMS MIDDLE SCHOOL

Cady, Linda	17 hrs @\$35.60	1/18/04-1/23/04	Est Hrly/\$600
Gray, Shana	17 hrs @\$35.60	1/18/04-1/23/04	Est Hrly/\$600
Hart, Matt	17 hrs @\$35.60	1/18/04-1/23/04	Est Hrly/\$600
Steinmetz, Brigitte	17 hrs @\$35.60	1/18/04-1/23/04	<u>Est Hrly/\$600</u>
		TOTAL ESTABLISHED HOURLY	\$2,400

Comment: Chaperone for Science Magnet Trip to Yosemite
01-Unrestricted Resource

Everett, Marie	10 days @\$459.69	9/4/03-9/19/03	<u>Own Daily/\$4597</u>
		TOTAL OWN DAILY	\$4,597

Comment: Substitute for counselor on maternity leave
01-Unrestricted Resource

*Everett, Marie	10 days @\$459.69	8/1/03-8/29/03	<u>Own Daily/\$4597</u>
		TOTAL OWN DAILY	\$4,597

Comment: Administration until new A.P. hired and to assist with transition
01-Unrestricted Resource

***This is an unbudgeted item that will be added to the current budget upon approval of this Consent/Action Item-Recommendation #08**

Brehm, Kristy	11 hrs @\$35.60	2/6/04-2/15/04	Est Hrly/\$400
Brown, Dan	11 hrs @\$35.60	2/6/04-2/15/04	Est Hrly/\$400
Hart, Matt	11 hrs @\$35.60	2/6/04-2/15/04	Est Hrly/\$400
Holland, Kurt	11 hrs @\$35.60	2/6/04-2/15/04	Est Hrly/\$400
Jurewicz, Kristin	11 hrs @\$35.60	2/6/04-2/15/04	Est Hrly/\$400
Steinmetz, Brigitte	11 hrs @\$35.60	2/6/04-2/15/04	Est Hrly/\$400
Torres, Lupe	11 hrs @\$35.60	2/6/04-2/15/04	<u>Est Hrly/\$400</u>
		TOTAL ESTABLISHED HOURLY	\$2,800

Comment: Chaperone Science Magnet Trip to Astrocamp

GRANT ELEMENTARY

Croft, Susan	12 hrs @\$35.60	1/20/04-3/8/04	<u>Est Hrly/\$427</u>
		TOTAL ESTABLISHED HOURLY	\$427

Comment: Math Intensive Intervention Teacher
01-School Improvement Prog, K-6

Cueva, Olga	15 hrs @\$35.60	1/15/04-3/8/04	Est Hrly/\$534
Martinez, Lorena	15 hrs @\$35.60	1/15/04-3/8/04	Est Hrly/\$534
Petrilyak, David	15 hrs @\$35.60	1/15/04-3/8/04	<u>Est Hrly/\$534</u>
			TOTAL ESTABLISHED HOURLY \$1,602

Comment: Kindergarten Intensive Intervention Teacher
01-School Improvement Prog, K-6

Hopkins, Miriam	10 hrs @\$35.60	1/27/04-3/31/04	<u>Est Hrly/\$356</u>
			TOTAL ESTABLISHED HOURLY \$356

Comment: Intensive Intervention Reading Teacher-5th Gr
01-School Improvement Prog, K-6

LINCOLN MIDDLE SCHOOL

Asgharzadeh, Rozita	4 hrs @\$35.60	1/11/04	Est Hrly/\$142
Debeech, Beth	4 hrs @\$35.60	1/11/04	Est Hrly/\$142
Ehrke, Shelly	4 hrs @\$35.60	1/11/04	Est Hrly/\$142
Greenfield, Sara	4 hrs @\$35.60	1/11/04	Est Hrly/\$142
Haenschke, Kris	4 hrs @\$35.60	1/11/04	Est Hrly/\$142
Stauffer, Nathaniel	4 hrs @\$35.60	1/11/04	Est Hrly/\$142
Vieira, Ron	4 hrs @\$35.60	1/11/04	<u>Est Hrly/\$142</u>
			TOTAL ESTABLISHED HOURLY \$994

Comment: SI Planning Holt Literature Book Collaboration
01-School Improvement Prog, K-6

Belcher, Jeff	26 hrs @\$50.78	11/24/03-6/18/04	<u>Own Hrly/\$1320</u>
			TOTAL OWN HOURLY \$1,320

Comment: Math Lab-Extra 6th period one day per week
01-Unrestricted Resource

Brown, Johnny C.	52 hrs @\$51.33	11/24/03-6/18/04	<u>Own Hrly/\$2669</u>
			TOTAL OWN HOURLY \$2,669

Comment: Math Lab-Extra 6th period two days per week
01-Unrestricted Resource

Santomieri, Amy	52 hrs @\$37.34	11/24/03-6/18/04	<u>Own Hrly/\$1942</u>
			TOTAL OWN HOURLY \$1,942

Comment: Math Lab-Extra 6th period two days per week
01-Unrestricted Resource

Schaben, Ryan	65 hrs @\$38.80	11/17/03-6/18/04	<u>Own Hrly/\$2522</u>
			TOTAL OWN HOURLY \$2,522

Comment: Math Lab-Extra 6th period two days per week
01-Unrestricted Resource

Pham, Vy	38 hrs @\$35.60	01/28/04-6/18/04	<u>Own Hrly/\$1353</u>
			TOTAL OWN HOURLY \$1,353

Comment: Math Lab-Extra 6th period two hours per week
01-Unrestricted Resource

JOHN MUIR ELEMENTARY

Gusmao-Garcia, Renata	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Isaacs, Mark	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Lazare, Shernice	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Navia, Brandon	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Ramirez, Joe	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Suskin, Robyn	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Thomas, Carla	20 hrs @\$35.60	1/27/04-3/31/04	Est Hrly/\$712
Wheeler, Daniel	20 hrs @\$35.60	1/27/04-3/31/04	<u>Est Hrly/\$712</u>
			TOTAL ESTABLISHED HOURLY \$5,696

Comment: ASAP "At Risk" Classes
01-IASA: Title I Basic-LW Inc/Neg

WILL ROGERS ELEMENTARY

Borquesz, Catherine	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
Braff, Sarah	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
Demoulos, Katherine	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
Hensel, Katja	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
Murphy, Tina	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
Smith, Devon	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
Witt, Carl	26 hrs @\$35.60	1/20/04-4/30/04	Est Hrly/\$926
			<u>TOTAL ESTABLISHED HOURLY</u> \$6,482

Comment: After School Homework
01-IASA:Title I Basic-LW Inc/Neg

SANTA MONICA HIGH SCHOOL

Bates, Kelly	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Danesi, Dana	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Kurtz-Nicholl, Jesse	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Latham, Pamela	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Martinez, Chelsea	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Powers, Andrew	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Sene, Fabrice	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
Solomon, Daryl	22 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$783
			<u>TOTAL ESTABLISHED HOURLY</u> \$6,264

Comment: After-School Tutoring
01-Unrestricted Resource

Hendra, Mary	44 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1566
			<u>TOTAL ESTABLISHED HOURLY</u> \$1,566

Comment: Advanced Placement Tutorial
01-Gifted/Talented Educ (GATE)

Bart-Bell, Dana	33 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1175
Garcia-Hecht, Veronica	33 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1175
Jimenez, Jaime	33 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1175
McKechnie, Anne	33 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1175
Roberts, LaSonja	33 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1175
Wells, Leslie	33 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$1175
			<u>TOTAL ESTABLISHED HOURLY</u> \$7,050

Comment: After-school library hours
01-Gifts

STUDENT AND FAMILY SUPPORT SERVICES

Irwin, Sanford	60 hrs @\$35.60	1/22/04-3/1/04	Est Hrly/\$2136
			<u>TOTAL ESTABLISHED HOURLY</u> \$2,136

Comment: Per stay put order, provide services to student
01-Special Education

WEBSTER ELEMENTARY

Seaman, Elizabeth	450 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$16,020
			<u>TOTAL ESTABLISHED HOURLY</u> \$16,020

Comment: Teach reading to struggling students
01-School Improvement Prog, K-6

Stevens, Lori	16 hrs @\$35.60	1/1/04-6/30/04	Est Hrly/\$570
			<u>TOTAL ESTABLISHED HOURLY</u> \$570

Comment: Teaching Jr Great Books reading class to GATE students
01-Gifted/Talented Educ (GATE)

Stewart, Kris	30 hrs @\$35.60	9/1/03-6/30/04	Est Hrly/\$1068
			<u>TOTAL ESTABLISHED HOURLY</u> \$1,068

Comment: Teaching Math Club to GATE students
01-Gifted/Talented Educ (GATE)

EXTENDED DUTY UNITS

<u>LOCATION</u>	<u>RATE</u>	<u>ACTIVITY</u>	<u>EFFECTIVE</u>	<u>TOTAL</u>
<u>SANTA MONICA HIGH SCHOOL</u>				
Black, Mark	13 units @\$224	Wrestling	Nov-Jan '04	\$2912
Chapman, James	12 units @\$224	Boys Soccer, Asst	Nov-Jan '04	\$2688
Flanders, Matthew	13 units @\$224	Girls Water Polo	Nov-Jan '04	\$2912
Gatell, Frank	13 units @\$224	Boys Soccer, Head	Nov-Jan '04	\$2912
Hecht, James	13 units @\$224	Boys B-ball, Head	Nov-Jan '04	\$2912
Verdugo, Marty	12 units @\$224	Boys B-ball, Asst	Nov-Jan '04	\$2688
TOTAL EXTENDED DUTY UNITS				\$17,024
01-Unrestricted Resource				

**TOTAL BUDGETED ESTABLISHED HOURLY, OWN DAILY, OWN HOURLY and
EXTENDED DUTY UNITS = \$87,000**

TOTAL UNBUDGETED OWN DAILY = \$4,597

TOTAL AFTER APPROVAL OF RECOMMENDATION ITEM = \$91,597

SUBSTITUTE TEACHERS

Effective

LONG-TERM SUBSTITUTES

(@\$184 Daily Rate)

Johnston, Kimberlee 1/5/04
Petz, Susan 1/5/04

PREFERRED SUBSTITUTES

(@\$142 Daily Rate)

Greene, Jennifer 1/13/04
Herman, Melissa 1/26/04
Segel, Julie 1/14/04

REGULAR DAY-TO-DAY SUBSTITUTES

Ferrara, Nicholas 1/30/04
Jensen, Louisa 1/23/04

CHANGE IN ASSIGNMENT

Name/Assignment

Location Effective
Sachs, Teri 12/01/03-6/30/04

School Nurse/Olympic

From: 10%

To: 20%

LEAVES OF ABSENCE (with pay)

Name/Assignment

Location Effective
Elgart, Candace 1/5/04-4/22/04
Special Education [medical/exhaustion of ill days]

Flynn, Patricia 1/13/04-4/2/04
SAMOHI [family care]

Mathewson, Stefanie 2/19/04-3/3/04
Roosevelt Elementary [extension of paid leave/maternity]

Rider, Wendy 1/26/04-4/26/04
Malibu [maternity]

LEAVES OF ABSENCE (without pay)

<u>Name/Assignment</u> <u>Location</u>	<u>Effective</u>
Bristol, Jennifer Malibu High	3/11/04-6/18/04 [child care]
Bristol, Jennifer Malibu High	9/01/04-6/30/05 [child care]
Pitney, Bertha Child Development Svcs	1/01/04-2/16/04 [family care]
Rider, Wendy Malibu	4/27/04-6/18/04 [family care/CFRA]

RESIGNATIONS

<u>Name/Assignment</u> <u>Location</u>	<u>Effective</u>
Griffin, Nancy SMASH	6/18/04
Mimoun, Ilyse SAMOHI	1/23/04

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/19/04

FROM: SUPERINTENDENT/JOSEPH N. QUARLES

RE: SPECIAL SERVICES EMPLOYEES

RECOMMENDATION NO. A.09

It is recommended that the following Special Services Employee contracts be approved in accordance with District policies and salary schedules and be assigned pursuant to BP 4213.5. Funding for the positions listed are included in the 2003/04 budget.

ELECTIONS

<u>Name/Location</u>	Not to <u>Exceed</u>	<u>Effective</u>	<u>Rate</u>
Alvarez, Joe Will Rogers Elementary, computer technician, trouble shooter for staff	\$20,000	12/08/03-06/19/04	\$32/hr
FUNDING: 01-72600-0-11100-10000-2719-006-1501-60% School Improvement Prog, K-6 01-90150-0-11100-10000-2917-006-1501-40% Reimbursed by PTA			
Cardenas, Michael Grant Elementary, instruct students K-5 in computer tecnology	\$11,500	1/30/04-6/18/04	\$30/hr
FUNDING: 01-90150-0-11100-10000-2917-003-1501-100% Reimbursed by PTA			
Harding, Debbie Food & Nutrition Services, manage Samohi's nine raised garden beds and greenhouse; monitor student planting and harvesting of garden fo Farmer's Market Salad Bar; coordinat annual visits, assist in workshops	\$5,400	1/23/04-6/30/04	\$15/hr
FUNDING: 13-53100-0-00000-37000-2917-057-1501-100% Child Nutrition			
Holland, Julia Pt Dume Marine Science, provide vocal music instruction to grades K-5 two days per week; organize/plan music concert(s)	\$8,000	3/01/04/-6/18/04	\$35/hr
FUNDING: 01-90150-0-11100-10000-2917-019-1501-100% Reimbursed by PTA			
Jauregui, Jorge McKinley Elementary School, tech support for teachers and in the lab	\$7,500	1/20/04-6/30/04	\$15/hr
FUNDING: 01-90120-0-11100-31400-2917-004-1501-100% Gifts			

Marmolejo, David \$300 12/19/03-01/05/04 \$15/hr
 Assist computer tech person with installation repair and set
 up of computer
 FUNDING: 01-90120-0-11100-10000-2917-006-1501-100%
 Gifts

Poretz, Doraine \$2,500 1/05/04-3/31/04 \$50/hr
 Grant Elementary School, poetry instructor for 4th and 5th
 grade students FUNDING:
 01-71400-0-11100-10000-2917-003-1501-100%
 Gifted/Talented Educ (GATE)

Roth, Jennifer \$1,500 11/10/03-06/30/04 \$45/hr
 +10.95%
 non-health
 benefit/hr

Educational Services, provide brass/winds instruction to
 students at four Title I schools and Lincoln and John Adams
 students who do not have additional instruction outside of
 the District music program
 FUNDING: 01-90830-0-17100-10000-2917-030-1501-100%
 Santa Monica-Malibu Education Foundation

MOTION MADE BY:
 SECONDED BY:

STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

2/19/04

FROM: SUPERINTENDENT/JOSEPH N. QUARLES

RE: TEACHING AUTHORIZATION

RECOMMENDATION NO. A.10

It is recommended that the Board of Education approve the following teaching assignment for the 2003-2004 school year in accordance with education code provision specified.

PER EDUCATION CODE #44225:

<u>TEACHER</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u>
Hsu, Grace	Music/String Specialist Malibu High School, 20%	2/2/04-6/18/04

COMMENT: This recommendation provides a "waiver" for assigning identified individuals when the employing agency has an insufficient number of certificated persons who meet the specified employment criteria for the position. Such waivers provide individuals with additional time to complete the requirements for the credential that authorizes the service.

Ms. Hsu has a Bachelor of Fine Arts degree from Carnegie Mellon University in Music Performance (Cello) and a year of graduate work at Teachers College Columbia University. Ms. Hsu has taught Orchestra and General Music in New York for the past five years. Ms. Hsu plans to enroll at a local university to finish her master's degree and complete a California teaching credential program.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION
FROM: JOHN E. DEASY/ROBERT SEEDS
RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT
02-19-04

RECOMMENDATION NO. A.11

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION

BUSSE, INST ASST - PHYSICAL ED 01-26-04
SARAH 3.0 HRS/SY MCKINLEY
RANGE: 20 STEP: 01

TYLER, PHYSICAL ACTIVITIES SPEC 01-26-04
MARK 6.0 HRS/SY MCKINLEY
RANGE: 26 STEP: 01

PROMOTION

PRICE, LIBRARY ASSISTANT II 02-02-04
LOHREN 8.0 HRS/10 SAMOHI
FR: LIBRARY ASSSISTANT I

WORKING OUT OF CLASS

MATA, HUMAN RESOURCE TECH 02-01-04
ESTELLA 8.0 HRS/12 PERS COMM 06-04-04
FR: OFFICE SPECIALIST

YEPEZ, CAFETERIA WORKER II 01-01-04
VICTORIA 7.0 HRS/SY MCKINLEY 03-04-04
FR: CAFETERIA WORKER I

CHANGE IN ASSIGNMENT

BOYD, CUSTODIAN I NSI 10-01-03
KATHERINE 8.0 HRS/12 SAMOHI
FR: CUSTODIAN I DAY

INCREASE IN HOURS

HERSON, INST ASST - SPECIAL ED 09-29-03
ILANA 8.0 HRS/SY MCKINLEY
FR: 6.0 HRS/SY

PADILLA, INST ASST - SPECIAL ED 09-01-03
GLORIA 6.0 HRS/SY ROGERS
FR: 5.0 HRS/SY

INVOLUNTARY TRANSFER

MORICH, KARIN	INST ASST - SPECIAL ED 6.0 HRS/SY SAMOHI FR: 6.0 HRS/SY MALIBU	09-03-03
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PROFESSIONAL GROWTH

MOLLMANN, IRENE	INST ASST - SPECIAL ED SAMOHI	02-01-01
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FAMILY CARE LEAVE OF ABSENCE

JIVANI, SAHENAZBEGUM	CHILDREN CENTER ASST GRANT (CORRECTION TO BOE 02/05/04 ABANDONMENT OF POSITION CHANGED TO FAMILY CARE LEAVE)	01-01-04 04-22-04
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MEDICAL LEAVE OF ABSENCE

BURDICK, BARTON	GARDENER GROUNDS	02-02-04 06-21-04
DOTY, PAUL	HUMAN RESOURCE TECH PERSONNEL COMMISSION	01-05-04 01-16-04

UNPAID LEAVE OF ABSENCE

JOHNSTON, HOLIDAY	INST ASST - SPECIAL ED ADAMS (CORRECTION TO BOE 01-22-04 UNPAID LEAVE LISTED TILL 09-04-04)	01-05-04 04-01-04
WILSON, LORRAINE	INST ASST - SPECIAL ED FRANKLIN	02-01-04 06-30-04

PROVISIONAL

MORSE, ELEANOR	ATHLETIC TRAINER SAMOHI	01-06-04 06-30-04
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TEMP/ADDITIONAL

CHAPMAN, VICKI	ELEMENTARY LIBRARY COORD CABRILLO	09-15-03 06-20-04
COOPER, RAYMOND	CAMPUS SECURITY OFFICER PERSONNEL SERVICES	01-29-04 06-30-04
GUTIERREZ, NANCY	BIL COMMUNITY LIAISON SAMOHI	01-01-04 06-30-04
GUTIERREZ, NANCY	BIL COMMUNITY LIAISON SPECIAL ED	11-25-03 11-25-04

MARTIN, CHARLES	CAMPUS SECURITY OFFICER LINCOLN	12-01-03 06-18-04
NARAIN, CHANDRA	ADMINISTRATIVE ASSISTANT ED SERVICES	01-05-04 06-30-04
PRECIADO, EDWIN	INST ASST - SPECIAL ED FRANKLIN	12-01-03 06-18-04
RAMOS, ALEXANDER	CUSTODIAN I DAY EDISON	10-01-03 06-30-04
SMITH, DUNELL	CAMPUS SECURITY OFFICER PERSONNEL SERVICES	01-29-04 06-30-04
SMITH, DUNELL	CAMPUS SECURITY OFFICER LINCOLN	12-01-03 06-18-04
WILSON, STANLEY	CAMPUS SECURITY OFFICER PERSONNEL SERVICES	01-29-04 06-30-04
<u>SUBSTITUTE</u>		
ABBEY, CHANTAL	INST ASST - SPECIAL ED SPECIAL ED	11-24-03 06-18-04
BERNARD, GREG	INST ASST - SPECIAL ED SPECIAL ED	01-01-04 06-18-04
DAMASCO, ELEONOR	INST ASST - PHYSICAL ED PERSONNEL COMMISSION	01-23-04 06-18-04
DEWIG, MELISSA	INST ASST - SPECIAL ED SPECIAL ED	01-23-04 06-18-04
ELLIS, LORI	INST ASST - PHYSICAL ED PERSONNEL COMMISSION	01-22-04 06-18-04
GUZMAN, JENNIE	INST ASST - SPECIAL ED SPECIAL ED	01-23-04 06-18-04
KELLER, COLLEEN	INST ASST - SPECIAL ED SPECIAL ED	01-22-04 06-18-04
KELLER, EVELYN	OFFICE SPECIALIST SAMOHI	01-01-04 01-31-04
LAIRD, ROSEMARY	OFFICE SPECIALIST PERSONNEL SERVICES	01-05-04 06-30-04

MANNING, DOUGLAS	INST ASST - PHYSICAL ED SPECIAL ED	01-27-04 06-18-04
MONTEAGUDO, EDYS	INST ASST - SPECIAL ED SPECIAL ED	12-08-03 06-18-04
PERDIGONE, AMY	INST ASST - CLASSROOM SMASH	01-22-04 05-07-04
VIZCARRA, CLAUDIA	BIL COMMUNITY LIAISON EDISON	01-26-04 02-28-04
ZACCAGNINO, ANTHONY	INST ASST - SPECIAL ED SPECIAL ED	01-22-04 06-18-04
ZIV, DANNA	OFFICE SPECIALIST MALIBU	02-02-04 06-30-04
<u>DISQUALIFICATION FROM PROBATIONARY STATUS</u>		
DONAHUE, KRISTEEN	BUS DRIVER TRANSPORTATION	02-20-04

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02-19-04

FROM: JOHN E. DEASY/ROBERT SEEDS

RE: CLASSIFIED PERSONNEL - NON-MERIT

RECOMMENDATION NO. A.12

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary scheduled.

STUDENT INTERN - ALLIANCE

BARRETT, SAFIYA	SAMOHI	09-30-03 - 06-30-04
NORTHAM, GENE	SAMOHI	01-01-04 - 06-30-04

STUDENT HELPER

KUGELMEYER, JESSICA	WORKABILITY	01-01-04 - 06-30-04
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ASSISTANT COACH

CAVNAR, JASON	MALIBU	02-01-04 - 06-30-04
GALLO, PAUL	MALIBU	02-01-04 - 06-30-04
ROQUES, RYAN	MALIBU	01-01-04 - 01-31-04

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR
02-19-04

FROM: SUPERINTENDENT/LAUREL SCHMIDT

RE: RENEWAL OF THE MORATORIUM ON THE DISTRICT'S PERMIT
POLICY FOR THE 2004-2005 SCHOOL YEAR.

RECOMMENDATION NO. A.13

It is recommended that the Board of Education renew its moratorium on the District Permit Policy for the 2004-2005 school year.

COMMENT: In August 2002, the Board of Education adopted a moratorium on the district permit policy for the 2002-2003 school year, with the direction that the Board would review the moratorium each year in February.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR
02/19/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: APPOINTMENT - FINANCIAL OVERSIGHT COMMITTEE

RECOMMENDATION NO. A.14

It is recommended that the Board of Education fill the vacancy on the Financial Oversight Committee.

COMMENT: A vacancy was created on the Financial Oversight Committee with the resignation of Walter Rosenthal, whose term expires June, 2004.

Previous applicants were contacted to determine whether they wished to reactivate their applications. The District also sent out a press release announcing the vacancy and the recruitment of applicants.

All viable applications have been forwarded to the Financial Oversight Committee for review and recommendation to the Board of Education. Board Members have also received a complete packet of applications for consideration.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR
02/19/04

FROM: SUPERINTENDENT/LINDA KAMINSKI/CINDY ATLAS

RE: APPROVAL OF SPECIAL EDUCATION CONTRACTS 2003/2004

RECOMMENDATION NO. A.15

It is recommended that the Board of Education approve the following Special Education Contracts for fiscal year 2003-2004 as follows:

NPS/NPA

2003-2004 Budget 01-65000-0-57500-11800-5825-043-1400

Nonpublic School/Agency	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Linden Center	02-02-87	NPS	#68	\$ 13,083
Allison Freeman	10-31-90	NPA - Counseling	#122	\$ 4,750
Beautiful Minds Center for Autism, Inc.	07-04-00	NPA - Behavior Therapy	#123	\$ 15,000
Computer Access Center	01-04-94	NPA - Assistive Technology Assessment	#124	\$ 552
FOCUS	07-27-94	NPA - Behavior Therapy	#125	\$ 2,000
Step by Step	08-16-98	NPA - Behavior Therapy	#126	\$ 2,400
Kayne-Eras Contract Increase	01-23-89	NPS	#53 UC04191	\$ 3,198
Dr. Bruce Gale Contract Increase	Various	NPA	#73 UC04200	\$ 1,050
Wayne Tashjian Contract Increase	10-20-92	NPA - Behavior Therapy	#38 UC04133	\$ 198

Amount Budgeted NPS/NPA 03/04 \$ 3,000,000
Prior Board Authorization as of 02/05/04 \$ 3,122,795*
Balance - \$ 122,795

Total Amount for these Contracts \$ 42,231

Balance - \$ 165,026

*Prior Year Authorization (02-06-03) \$2,820,254

Instructional Consultants

2003-2004 Budget 01-65000-0-57500-11800-5802-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Carol Atkins	01-04-94	Instr. Consultant - Audiological Assessment	#37	\$ 650
Cathy Ingram	07-04-99	Instr. Consultant - Language, Speech Services	#38	\$ 3,000
Nooshin Aghili	10-14-86	Instr. Consultant - Behavior Therapy	#39	\$18,900
Patricia Ortega	02-12-98	Instr. Consultant - Behavior Therapy	#36 UC04318	\$ 2,475
Contract Increase				

Amount Budgeted Instructional Consultants 03/04 \$ 300,000
 Prior Board Authorization as of 02/05/04 \$ 242,630
 Balance 57,370

Total Amount for these Contracts \$ 25,025
 Balance \$ 32,345

Non-Instructional Consultants

2003-2004 Budget 01-65000-0-57500-11800-5890-043-1400

Instructional Consultant	Student DOB	Service Description	Contract Number	Cost Not to Exceed
Parent Reimbursement	09-20-95	Non-Instr.Consultant - Physical Therapy Services.	#24 UC04299	\$ 1,280
Contract Increase				
Parent Reimbursement	06-11-87	Non-Instr.Consultant - Mileage for the remaining of this school year 2003-2004.	#28 UC04278	\$ 2,558
Contract Increase				

Amount Budgeted Non-Instructional Consultants 03/04 \$ 315,000
 Prior Board Authorization as of 02/05/04 \$ 303,849
 Balance \$ 11,151

Total Amount for these Contracts \$ 3,838
 Balance \$ 7,313

COMMENT: According to the Education Code SEC.21 Section 56342, prior to recommending a new or continued placement in a non-public, non-sectarian school, the Individualized Education Program (IEP) Team must submit the proposed recommendation to the local governing board for its review and recommendation regarding the cost of such placement.

The recommendation for these severely handicapped students are made by the District IEP Teams in accordance with State and Federal laws. The mandates of IDEA require non-public school services be provided at no expense to parents if there is not an appropriate public school program available. Funding to come from a SELPA-wide non-public school/non-public agency reserve account.

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSTENTIONS:

TO: BOARD OF EDUCATION ACTION/MAJOR
02/19/04
FROM: SUPERINTENDENT/KENNETH R. BAILEY/VIRGINIA I. HYATT
RE: MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SANTA
MONICA AND THE DISTRICT FOR ENERGY EFFICIENCY PROJECT
FUNDING

RECOMMENDATION NO. A.16

It is recommended that the Board of Education approve the Memorandum of Understanding with the City of Santa Monica, to provide funding for Energy Efficiency Projects, specifically, funding in the amount of \$500,000 for a Lighting Replacement/Retrofit Project- RFP #3.05.

Funding Information

Budgeted: Yes - No Cost to the District
Source: City of Santa Monica Grant

COMMENT: The City of Santa Monica has allocated approximately \$700,000 to the District for energy efficiency projects. The MOU is an agreement between the City and the District for two identified projects: energy efficiency in the classrooms in the form of light replacement/daylight controls; and a solar demonstration project.

The Board of Education approved the energy efficiency contract at the board meeting of April 23, 2003 to Wheatstone Energy Group, LLC and this agreement is Exhibit 1 to the MOU.

At this time the solar demonstration project contract has not been completed. Upon award of that contract, the agreement will be added as Exhibit 2 to the MOU.

The document, on file in the Fiscal Services Offices, constitutes the financial agreement between the District and the City of Santa Monica, funding both projects at no cost to the District. Copies have been provided to members of the Board of Education.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR
02/19/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: ELECTION OF CSBA DELEGATE ASSEMBLY MEMBERS - REGION 24

RECOMMENDATION NO. A.17

It is recommended that the Board of Education cast a ballot for CSBA Delegate Assembly candidates in Region 24. The Board may vote for not more than nine (9) candidates. Nominees include:
(* denotes incumbent)

Leighton Anderson* (Whittier Union SD)
Julia Brownley* (Santa Monica-Malibu USD)
Stewart Bubar (Culver City USD)
Gloria Duran* (Los Nietos SD)
Robert R. Ehlers* (East Whittier City SD)
Gary Kuwahara* (Torrance USD)
Donald E. LaPlante* (Downey USD)
Ellen Perkins* (Palos Verdes Peninsula USD)
Ann M. Phillip's* (Lawndale ESD)
Alissa Roston (Beverly Hills USD)

COMMENT: The Board may vote for up to the number of vacancies in the region, however, the Board may not cast more than one vote for any one candidate. The ballot also contains a provision for write-in candidates. Ballots must be postmarked on or before March 15 - no exception are allowed. The names of newly elected delegates will be available of CSBA's Web site by April 5. Biographical information for each candidate was provided to the Board and is on file in the Superintendent's Office.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

ACTION/MAJOR
02/19/04

FROM: JOHN E. DEASY/SUPERINTENDENT

RE: CONSIDER NOMINATIONS - EXECUTIVE BOARD OF DIRECTORS,
LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION (LACSTA)

RECOMMENDATION NO. A.18

It is recommended that the Board of Education nominations for the Executive Board of Directors for the Los Angeles County School Trustees Association.

COMMENT: The Executive Board provides the leadership, information, workshops, and programs to the county association of board members. The Board holds three to four meetings a year in addition to the three general association meetings. The Executive Board is composed of president, vice-president, secretary-treasurer, and ten directors. Each director serves at-large and is elected for a two-year term, from the Annual May Meeting to the Annual May Meeting of the second succeeding year. Directors may serve two consecutive terms. All the officer positions and five director positions will be open.

MOTION MADE BY:
SECONDED BY:

STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSTENTIONS:

TO: BOARD OF EDUCATION

DISCUSSION

02/19/04

FROM: JOHN E. DEASY, SUPERINTENDENT

RE: BIG PICTURE COMPANY - MEMORANDUM OF UNDERSTANDING

DISCUSSION ITEM NO. D.1

It is recommended that the Board of Education approve a Memorandum of Understanding between the District and Big Picture Company in regards to The Santa Monica School House (SMASH).

COMMENT: This Memorandum of Understanding between SMMUSD and Big Picture Company describes a partnership that would begin fall 2004 in order to provide professional development for the SMASH staff, and educational program ideas that enhance students' and families' experiences.

Memorandum of Understanding
for the Partnership between
SMMUSD, SMASH and The Big Picture Company

This Memorandum of Understanding (MOU) is entered into as of March 4, 2004, by and between the Santa Monica-Malibu Unified School District (“SMMUSD”) organized and existing under the laws of the State of California whose address is 1651 16th Street, Santa Monica, CA 90404, Santa Monica Alternative School House (“SMASH”), whose address is 2525 5th Street, Santa Monica, CA 90405, and The Big Picture Company, Inc. (“Big Picture”), a 501 c 3 corporation with its principal office at 275 Westminster Street, Suite 500, Providence, Rhode Island 02903. The parties agree as follows:

1. Purpose of MOU

The purpose of this MOU is to specify the terms and conditions pursuant to which educational services including curriculum delivery, models of student assessment, new forms of school organization, programs for staff development, and systems of evaluation, replication and dissemination (as detailed in “Exhibit A”) will be delivered under the Big Picture School option through SMASH for grades K-8.

2. Term and Termination of Agreement

This MOU shall commence on the date first set forth above and shall remain in effect through and including June 30, 2005, unless earlier terminated as set forth below. It is the understanding and intention of all parties that they are entering into a long-term contractual relationship. With that understanding, this MOU shall be renewed from fiscal year to fiscal year (July 1 through June 30) after the initial term, or after any succeeding term, unless SMMUSD, SMASH, or Big Picture provides written notice to all other parties on or before April 30 that they have elected not to renew the MOU for the immediately succeeding fiscal year. SMMUSD, SMASH and Big Picture understand and agree that no reason or cause shall be required for any party’s election not to renew the MOU pursuant to this section, in which case the MOU shall automatically terminate at the conclusion of the then-current fiscal year. Any party may terminate this MOU during its initial or any succeeding term upon sixty (60) days advance notice to the other parties if in its sole discretion the terminating party believes that continuation of the MOU is no longer in the party’s best interest.

3. Operation of Big Picture School

3.1 The principal will remain an employee of SMMUSD. A representative of Big Picture will participate on the hiring committee of any future principal.

3.2 SMASH shall be staffed by teachers and classified personnel employed by SMMUSD and will be members of Santa Monica Malibu California Teacher’s Association (SMMCTA) and Santa Monica Service Employees International Union (SEIU). Big Picture and SMMUSD agree that the principal is responsible for making a recommendation to the SMMUSD School Board with regard to hiring teachers and staff.

3.3 SMASH shall continue to implement a curriculum using alternative methods and supplemental materials designed to allow students to meet or exceed school, district and state standards. SMASH agrees to administer all state mandated tests.

3.4 Big Picture Schools are personalized learning communities that serve students of all abilities and interests. Each K-8 school ideally has no more than 180 students, with a student to teacher ratio of up to 20:1.

4. Services and Resources to be Provided by The Big Picture Company

4.1 Big Picture agrees to provide professional development support for principals, advisors/teachers and staff through onsite coaching.

4.2 Big Picture agrees to provide print materials. These will be used for recruitment, orientation, instruction and assessment. These materials will support the principal, advisors/teachers, students, parents and mentors.

4.3 Big Picture also agrees to provide consulting services and connection to the national network of Big Picture Schools. This is facilitated through all-school retreats and online communications and materials.

5. Provisions Agreed to by SMMUSD

5.1 In order to support the alternative teaching practices and the need for curriculum materials to support these teaching methods (section 3.3) SMMUSD agrees to allow SMASH to exchange inflexible funding sources for more flexible funding sources in order to purchase appropriate materials.

5.2 In order to be true to the Big Picture program, SMMUSD allows and SMASH must fundraise, following district fundraising policies, for any part of the program not covered by regular district funding.

5.3 In order to maintain all of the programmatic details listed in Exhibit A, in the event that there are district budgetary increases or decreases, SMMUSD allows SMASH to make site decisions around the cuts or gains to its program.

6. Independent Contractor

6.1 Big Picture shall provide its services and resources under this MOU as an independent contractor to SMMUSD. As such, Big Picture shall have the right to determine when, how and by whom its services and resources will be provided, subject to and consistent with the terms and conditions of this MOU.

6.2 Big Picture shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement

benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its contractors and subcontractors for goods and/or services directly or indirectly related to this MOU.

6.3 Nothing in this MOU shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between Big Picture and SMMUSD.

7. Miscellaneous Provisions.

7.1 Big Picture shall not assign this MOU or any of its rights, interests or obligations under this MOU without prior written consent of SMMUSD, which consent may be withheld for any reason or no reason as determined by SMMUSD in its sole discretion.

7.2 No amendment or modification of this MOU shall be valid unless set forth in writing and executed by the parties in the same manner and with the same formality as was done for this MOU.

7.3 This MOU shall be governed by and construed in accordance with the laws of the state of California.

SMMUSD, the SMASH Principal, and Big Picture have signed this MOU with the intent that it be effective as of the date first set forth above.

By: _____ Date: _____
Jose Escarce, President
SMMUSD Board of Education

By: _____ Date: _____
John E. Deasy, Superintendent
SMMUSD

By: _____ Date: _____
Carrie Ferguson, Principal
SMASH

By: _____ Date: _____
Elliot Washor, Co-Director,
The Big Picture Company, Inc.

Exhibit A:

Statement of Big Picture School Principles

A philosophy of personalization, a far-reaching vision, and a unique design

Big Picture Schools are defined by their commitment to educate “One Student at a Time.” Our schools are built around the recognition that each child has unique interests, needs, and abilities that the educational program must take into account. We believe that the key to achievement lies in fostering students’ individual interests and encouraging their active participation in the learning process. Big Picture Schools focus on authentic learning in order to develop students’ ability to apply knowledge and skills to real life experiences and challenges.

Each Big Picture School has a small student population but is connected to a greater whole, both locally and nationally. All Big Picture Schools will be electronically networked and will participate annually in our national conference.

Because of our philosophical commitment to interest-generated, real-world, personalized learning, Big Picture Schools have a markedly different structure than other schools. These differences may necessitate waiver language, particularly around curriculum requirements and personnel regulations. Creation of any waivers would follow the local bargaining process.

Core Educational Principles

Those who start Big Picture schools agree to follow the guiding philosophy of "One Student at a Time" by incorporating the following core principles in the school structure:

- C Small school size
- C Advisory structure
- C Personalized education
- C Real world learning
- C Authentic assessment
- C Focus on community
- C Family engagement
- C Eye on the Big Picture

Small School Size

Big Picture Schools are personalized learning communities that serve students of all abilities and interests. Each K-8 school ideally has no more than 180 students, with a student to teacher ratio of up to 20:1. Big Picture Schools may not be a “school within a school.”

Advisory Structure

A core student group of between 10 and 20 students serves as a student's advisory and center of accountability. Advisories meet daily and serve as the core learning community for that group of students for up to three years.

An advisor (teacher) facilitates the advisory. He/she serves as a teaching generalist, finding educational resources for the students, ensuring that the personalized learning plans target key academic learning goals, working with mentors to ensure the rigor of projects, internships, and real world learning and actively involving parents in their children's education.

Personalized Education

Each student at a Big Picture School has a comprehensive, individualized learning plan that the student crafts with the guidance of the advisor, parent, and, where applicable, the internship mentor. The learning plan identifies the student's particular academic and developmental needs, describes authentic project work to meet these goals, and outlines expected outcomes and timelines. It is revised as needed and updated at learning plan meetings.

Real World Learning

Big Picture Schools foster learning through connections to the community. These connections provide the primary structure in the Big Picture School for engaging students in the real world and, thus, the school should aim to have each student engaged in meaningful project work with the community. Advisors coordinate this work, ensuring that it is integrated with the student's learning goals and school-based study. It is important to note that such real-world work is intended to foster broad learning applicable to all fields.

Authentic Assessment

Although the school is obligated to administer state-mandated tests, by philosophy and design, Big Picture Schools focus on authentic assessment and rigorously assess student learning and development through a variety of performances. Each student must create a portfolio of his/her work; present exhibitions; and receive in-depth written narrative assessments from advisors. Additionally, each Big Picture School must create an annual school portfolio that documents a range of qualitative as well as quantitative data about the students and school.

Focus on Community

Big Picture Schools are vibrant and inclusive learning communities that value diversity and respect. Whole community events for staff, students, families, and mentors are scheduled throughout the year.

To promote cooperation and communication within the staff, each Big Picture School puts out a weekly TGIF, an informal staff newsletter that includes reflective writing as well as logistical updates. Schools submit copies of their TGIFs to the Big Picture Company for purposes of data-collection and documentation.

Family Engagement

Big Picture Schools enroll whole families and empower parents to play an active role in their child's education and in the school community. Parents/guardians in Big Picture Schools take part in learning plan meetings and are expected to attend a number of functions

throughout the year. Each Big Picture School must hold an orientation for new families; organize social, cultural, and educational activities for them; and support parents/guardians in their role as educators.

Eye on the Big Picture

Although each Big Picture School has a small student population, the vision extends far beyond the building. Big Picture Schools are literally and figuratively networked to promote the philosophy of “one student at a time” and share best practices. Schools agree to use and contribute to the development of Big Picture’s school design materials, and staffs from all Big Picture Schools attend an annual retreat in the summer.

Organizational Design

Leadership

Principals of Big Picture Schools are expected to engage stakeholders– including staff, students, and families– in democratic decision-making while simultaneously functioning as the “keeper of the vision” to ensure that decisions support the school’s philosophy. Staff members participate in Big Picture leadership training, which includes consultation in Big Picture’s philosophy and design.

Student Population

Big Picture Schools are designed to serve students of all abilities, interests, aspirations, and socio-economic backgrounds. Because of the individualized approach, Big Picture Schools can successfully meet the needs of all students, from the most severely at-risk to the highest achieving. Students must be first recruited from SMMUSD and selected by a lottery system to ensure that the school population reflects the demographics of the community as a whole.

Contract Language

Two basic tenets underlie staff contracts in Big Picture Schools: 1) trust, respect, and open communication characterize relations between the principal, teachers, and families; and 2) concern for the communal good guides all decisions. Staff members play an active role in site-based decision-making and must have ample opportunity for productive dialogue and problem solving.

TO: BOARD OF EDUCATION DISCUSSION
02/19/04
FROM: JOHN E. DEASY/SUPERINTENDENT (Revision #1-R1)
Previously
RE: PROPOSED POLICY 3290 - ACCEPTANCE OF GIFTS 01/22/04
02/05/04

DISCUSSION ITEM NO. D.2

It is recommended that the Board of Education adopt Board Policy BP3290 - Acceptance of Gifts.

COMMENT: The proposed policy for acceptance of gifts has been before the Board of Education for discussion on January 22 and February 5, 2004, and has been posted on the district's web site since November 7, 2003. Following public input and Board discussion, the proposed policy is returned with revisions (R1). New, added information is in bold italics; wording deleted is shown as a strikeout.

Acceptance of Gifts

The Board of Education adopts the following policy for acceptance of gifts to the District:

Philosophy

The Board of Education acknowledges that education is a fundamental right. Every child has a right to an education that will prepare him or her to be a skilled and productive member of our society. The goal of the Board of Education is to provide equitable and high quality educational opportunities for all students in Santa Monica-Malibu Unified School District.

The Board recognizes that the needs of students require various learning opportunities, and it is the responsibility of the board to identify and remove barriers that contribute to gaps in achievement for different groups of students. It is the intent of the Board that gifts accepted by the District provide equitable access to educational opportunities to meet the needs of all students. The board recognizes the community's desire to participate in promoting excellence in our schools through fund-raising and gifts. While greatly appreciating acceptable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

The Board recognizes that there are differences among various communities in their ability to contribute additional funds for programs and services at their local schools, and these differences perpetuate inequalities in educational opportunities from one district school to another. Therefore, the Board may not accept gifts by individuals, groups or organizations to specific schools intended to replace personnel, programs or services cut by the Board in the process of budget reduction, unless sufficient funds are received to restore those programs, services or personnel at all sites from which they were cut.

To achieve a greater level of equalization, the Board will establish an Equity Fund, which will be administered by an external organization of the Boards choosing. ***Contributions to this fund and distributions from this fund will be made in accordance with the attached administrative regulation*** Fifteen percent of all cash gifts to individual schools or the district, will be deposited in the Equity Fund. In addition, fifteen percent of the cash value of a non-monetary gift will be donated to the Equity Fund. ~~Contributions to the Equity Fund will be distributed annually to district schools in the form of block grants, to be used for specified goals determined by individual sites, but within the guidelines established by the Board. The amount of each grant will be determined through a weighted formula.~~ The purpose of the Equity Fund grants will be to improve the achievement of ALL students while simultaneously closing the achievement gap and mitigate the effects of the unequalized enrichment of schools.

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference:

EDUCATION CODE

- [1834](#) Acquisition of materials and apparatus
- [35162](#) Power to sue, be sued, hold and convey property
- [41030](#) School district may invest surplus monies from bequest or gifts
- [41031](#) Special fund or account in county treasury
- [41032](#) Authority of school board to accept gift or bequest; investments; gift of land requirements
- [41035](#) Advisory committee
- [41036](#) Function of advisory committee
- [41037](#) Rules and regulations

MANAGEMENT RESOURCES

ADOPTED January 23, 1984

REVISED
CSBA DATE

DISTRICT GOAL

BUSINESS AND OPERATIONS

AR 3290

SUBJECT: Acceptance of Gifts

ISSUED BY: Assistant Superintendent, Business and Fiscal Services

I. EFFECTIVE DATE

II. AUTHORITY
BOARD OF EDUCATION POLICY 3290

III. PROCEDURES

A. ACCEPTANCE PROCEDURES

1. Gifts will be donated to the school district but can be designated for a particular school.
2. A needs assessment will be conducted by a committee at each school composed of parents, teachers and the principal. This committee will develop a prioritized list of needs for each school.
3. The committee and the principal of the school must approve the disposition of all gifts, which should be in accordance with the school's identified needs, before a request for acceptance is submitted to the Board of Education.

B. CRITERIA FOR ACCEPTING GIFTS

All gifts and donations will be formally accepted by the Board of Education in accordance with administrative procedures subject to the following criteria:

1. Gifts are of direct or closely related instructional value and will not cause the instructional program of the school in which the gift is used to differ from established district curriculum. If a gift is offered that does not appear on the prioritized list of needs or is not of direct institutional value, the committee and the principal will evaluate the gift and make a recommendation regarding acceptance.
2. Gifts of money for personnel will be used for instruction, consulting services, assemblies, aides to assist in the instructional program, for supervision of students (i.e., noon aides) or clerical help. Certificated personnel will be hourly only; however, classified personnel may be hourly, part time or full time. All personnel whose services are paid for with gift funds must be hired through the Personnel Office.

3. The Business Services Division must approve all gifts requiring installation and maintenance, and appropriate money must accompany requests for acceptance of gifts. If gift items require an ongoing maintenance contract, the money for that contract must accompany the gift.
4. Gift funds allocated to a school shall be placed in a specifically designated program account. Any funds remaining in this program at the end of the fiscal year shall carry forward into the ensuing fiscal year.
5. The foregoing rules also apply to gifts from student body organizations or any on-campus improvement projects not financed or processed through normal requisitioning procedures.
6. With gifts of opportunity, the Superintendent/designee is authorized to accept gifts on behalf of the Board of Education where a delay until the next Board of Education meeting will cause the gift order to be retracted.
7. Schools will be allowed to establish a revolving cash fund created by gift money. The fund shall not exceed \$100 per teacher per semester.
8. Gifts given by individuals not in conjunction with fund raising under a value of \$100 do not need Board approval.

C. CONTRIBUTIONS TO THE EQUITY FUND

To provide equitable and high quality educational opportunities for all students in Santa Monica-Malibu Unified School District, the Board will establish an Equity Fund, which will be administered by an organization of the Board's choosing. The Equity Fund will distribute block grants to all schools to address district goals and mitigate the effects of the unequalized enrichment of schools. ***The District will establish two components inside the Equity Fund that will run concurrently. The first will be composed of contributions established in this policy (mandatory). The second will be composed of voluntary contributions only. This second fund will be managed by a group of volunteers who will serve as fundraisers for this fund and operate in a similar method as 'For The Arts' does in terms of community awareness and fundraising.***

1. ***Contributions to the mandatory equity fund will be determined according to the formula established in appendix I of this policy. In essence the formula establishes a diminishing rate of***

contribution as a site/organization increases its contributions. Contributions to the mandatory Equity Fund will be established accordingly:

- a. Fifteen percent of all cash gifts to either the District or any department or organization thereof, or individual schools, donated during a school year for the first 100,000 dollars of donation, 13 percent of the next 100,000 dollars donated, 11 percent of the next 100,000 dollars donated, nine percent of the next 100,000 dollars donated, seven percent of the next 100,000 dollars donated, five percent of the next 100,000 dollars donated, three percent of the next 100,000 dollars donated, one percent of the next 100,000 dollars donated and 0 percent for all funds donated above this point will be deposited in the Equity Fund. ~~(In addition, fifteen percent of the cash value of a non-monetary gift will be donated to the equity fund.)~~*
- b. In any year, based upon any contributions made to the Santa Monica-Malibu Unified Schools by the cities of Malibu and/or Santa Monica, the District shall also make a contribution to the mandatory fund using this formula.*
- c. It is not the intent of this policy to diminish or make impossible the awarding of grants from private or public philanthropy. When seeking a grant, the grant writer/grantee must have the approval of the Office of the Superintendent before the grant can be submitted. In each case, the grantee shall make a request of the grantor that any funds obtained be subject to this policy.*
- d. Exemptions to this policy with respect to mandatory contributions to the Equity Fund are herewith established as the following items:*
 - 1) ASB activities initiated and administered by students*
 - 2) Operational costs of any organization contributing to the fund*
 - 3) Any expenditure made by any organization covered by this policy that does not provide a donation explicitly to the Santa Monica-Malibu Unified Public Schools*
 - 4) Field trips for students*

5) Scholarships (either academic or to ameliorate fiscal hardship for a student in order to participate in a school sponsored activity)

6) District approved capitol programs

7) State and Federal Grants

- 2 No Formula is applied to any contribution to the voluntary component of the Equity Fund. In short, any amount given is made as a 100 percent contribution.**
- 3 Contributions to the Equity Fund will be distributed annually to district schools in the form of block grants. *Distributions from the Equity Fund will be made annually to District schools. Prior to the purchase of any new service or material made by Equity Fund funds, a site must (to the extent fiscally possible) make whole the various organizations that contribute to the fund in the previous year.***
- 4. The amount of money given to each school in block grants will be determined using a weighted formula. *A copy of the formula is attached in Appendix II.* The weights contained in the formula areas follows:
 - a. Equal Weighting (enrollment, number of students participating in the Free and Reduced Lunch program, number of students participating in English Language Learner programs, number of students in Special Day Classes)
 - b. Fractional Weighting (number of students who are not proficient in English Language Arts, and number of students who are not proficient in Mathematics). The sum of these numbers yields a weighted average point total for each site.**

The total of all schools' point totals is divided into the total amount of gifted resources available. The quotient becomes the Equity Funding Point Value for each of a school site's points. The Equity Funding Point Value is multiplied by the total number of points at each site resulting in a budget weighted to provide resources differentiated for the needs of each site. ***In the case of CDS, the funding point total per site will be the District average.***

5. Block grants may be used to address the district goal of improving the achievement of ALL students while simultaneously closing the achievement gap. Specifically, block grant funds may be used for: professional development, direct interventions for students needing academic support, ***remediation, or acceleration in math or English language arts***, district approved materials, literacy and math instructional coaches to support student learning.
6. Before receiving block grant funds, each school will submit a detailed plan for expenditures, as part of their regular school site improvement plan, to the Chief Academic Officer. The plan must include: target population, number of students served, description of need, rationale for plan, detailed plan of interventions and support, budget, assessment and evaluation procedures.
7. Restrictions on expenditures are limited to those items outside these general guidelines and include such items as capitol expenditures for furniture, fixtures, and non-instructional equipment. Any exception to expenditures requires the prior approval of the superintendent or his/her designee.
8. ***The organization that administers the funds provided to a school/site from the Equity Fund is established as Site Governance (or in absence of such an organization, a similar body).***
9. ***This policy will automatically return to the Board of Education for review each year prior to October 1 of any given school year.***

D. FUNDRAISING ACTIVITIES

- 1.) Adopt-A-School programs and corporate solicitations are encouraged. All adoptions and corporate solicitations initiated by schools or any individual acting on behalf of a school must be approved by the superintendent's office prior to any contact being made with the business. This is an important step to avoid duplication of efforts, overwhelming any one business with multiple requests, and an equitable opportunity for all schools to work with our generous business partners.
- 2.) Fundraising activities and single-event fundraising activities along with booster club(s) are organizations and activities that are considered under the guidelines of this policy. Academic/post-secondary scholarship fundraising is considered exempt from this guideline and policy.

- 3.) The District shall make available to any and all groups engaged in fundraising on behalf of the public schools a cadre of volunteer experts to assist in building and coaching, the skills of fundraising and corporate sponsorship. This will help build the capacity of all sites while ensuring a unified successful approach to this endeavor. ***Furthermore, the District will facilitate a set of 'sister-school' teams that will serve as partners in assisting with the goals of increasing fundraising and increasing efficacy in establishing a greater base of financial support from the community and corporate partners.***

IV. RELATED FORMS:

Request for Acceptance of Gift
Block Grant Planning Form
Student Weighted Formula

V. APPROVAL _____

TO: BOARD OF EDUCATION

INFORMATION

02/19/04

FROM: SUPERINTENDENT

RE: BASIC/SUPPLEMENTAL TEXTBOOKS TO BE ADOPTED

INFORMATION ITEM NO. I.1

It is recommended that the following textbook(s) be adopted for use in the Santa Monica-Malibu Unified School District. The Board will take action to adopt these books at the next Board of Education meeting.

COMMENT: In accordance with the Board of Education policy, the textbook(s) listed below have been on public display for the past two weeks in the Educational Services Department at 1638 17th Street, Santa Monica, CA 90405.

FUNNY IN FARSI, written by Firoozeh DuMas, English, Grade 9, Adoption requested by Carol Jago at Samohi.

ENGLISH LITERATURE & COMPOSITION, written by KAPLAN, English, Grade 12, Adoption requested by Carol Jago at Samohi.